



NTSB ACADEMY

STAFF REGISTRATION

Course Title: _____

ID Code: _____ Course Dates: _____ Keys (Academy use only): _____

Registrant Information

Registrant's Name (Last, First, Middle) _____ Are you a new hire? Yes No

Title/Function/Office _____

Room # _____ Telephone _____ E-mail _____

Please print name exactly as it should appear on training certificate: _____

NTSB staffers must have their supervisor's approval before registering for a course, forum or symposium.

Supervisor Information

Name of supervisor: _____ Title: _____

By submitting this registration form, I verify that I have obtained my supervisor's approval to attend the course indicated above.

Academy Lunch Program

Lunch will be provided for each day of the course at a cost of approximately \$12 per day. If the cost is more than \$12 per day, registrants will be notified prior to enrollment in the Program. If the cost is less than \$12 per day, a refund for the difference will be provided. A refrigerator is available for those who choose to bring their own lunch.

Cancellation Notice: No refunds will be issued to participants in the Lunch Program unable to attend the course unless the Registrar receives notification of cancellation no later than 7 business days prior to the first day of class.

I would like to enroll in the Academy Lunch Program Yes No [If yes, complete below]

\$12 x _____ [number of scheduled class days] = \$_____. Enrollment in the Lunch Program for fewer days than the complete length of the course is not permitted. Payment can be made by credit card or personal check only.

Method of Payment

AMEX VISA MC Account # _____

Name as it appears on card: _____ Expiration Date: _____

Check or Money Order. Make check payable to "NTSB" and submit by mail with copy of registration.

Please email to registrar@ntsb.gov; fax to 571-223-3904; or mail to Registrar, NTSB Academy
45065 Riverside Parkway
Ashburn, VA 20147